

## **APPRAISER**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in assisting with the appraisal of less complex properties where controversial issues are of a limited nature; appraisal work performed are thoroughly reviewed before a commitment is made by the organization; receives technical assistance from the Senior Appraiser; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Responds to sale offers; initiates request for additional documents from seller if necessary conducts inspection, researches titles, gathers records, determines land use, and estimates market value of property; verifies and compares documented records with physical description through field inspection; uses video and camera equipment to document condition of land; determines property rights on trust land, private land, and grazing allotments; collects data, analyzes and documents condition of land, and conducts inventories on land improvement; recommends appraisal to respective department prior to committing organization.

Obtains data from realtors, brokers, and counties on land sales transactions; prepares appraisal and other reports as needed; assists families on land status, explains land ownership, interprets real property interest, and conducts title search pertaining to real property; assists the department in providing services for religious organizations including making recommendations and preparing mission site permits; responds to public and internal inquiries/complaints and provides information and/or resolves issues.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of appraisal methods and techniques.

Knowledge of real property terminology.

Knowledge of techniques of data collection.

Skill in researching, collecting, analyzing and drawing conclusions from trends and data.

Skill in establishing and maintaining effective working relationships with others.

Skill in communicating effectively.

Skill in preparing clear, concise written reports and providing supporting evidence.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** There is occasional need to stand, stoop, walk, and perform other similar actions during the course of the workday.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and one (1) year real estate appraisal experience.

### **PREFERRED QUALIFICATIONS:**

- Two (2) years real estate appraisal experience.

### **SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

### **Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

THE NAVAJO NATION

Class Code: 3411  
Community and Economic Development Series  
Real Estate Appraisal Group  
Overtime Code: Non-Exempt  
Pay Grade: 62

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Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.